U S E R M A N U A L FOR THE PROCUREMENT DIVISION

PDMIS

MANAGEMENT

INFORMATION

SYSTEM

24 AUGUST 1981

TABLE OF CONTENTS

Chapter I

INTRODUCTION

1.1 PURPOSE OF MANUAL

This manual has been written to serve as an aid to individuals who are not completely familiar with the day-to-day operation of the Agency's Procurement Division Management Information System (PDMIS), but have a need to retrieve information stored in the database. For more detailed information or guidance concerning any of the functions described in this manual contact the PDMIS Team, extension 8191.

1.2 PURPOSE OF PDMIS

The PDMIS System was primarily established to provide for automatic storage and retrieval of data on requests negotiated by Procurement Division. The PDMIS interfaces with both the Inventory Control System (ICS) and the Contract Information System (CONIF). The input into the PDMIS provides information in the following five general areas: contractor information; request information; financial information; equipment schedule information; and audit information. This data is essential to the management of the Agency's acquisition system.

1.3 PDMIS DEFINITION AND BACKGROUND

The PDMIS is a system designed to track information concerning procurement requests prior to award, assemble statistical information in support of management requirements, and provide Procurement Division with an enhanced word processing capability.

1.4 CURRENT SUPPORT PROVIDED BY PDMIS

PDMIS provides support to:

1. Management with information concerning procurement requests to be negotiated by Procurement Division.

2. Management with the capability of collecting, developing, processing, and disseminating statistical data on procurement activities as required by Public Law 93-400.

3. Management with the capability of providing timely and accurate ad hoc reports to Procurement Division managers, component logistics officers, Supply Division components, and Office of Finance components. Types of information often requested includes data on request status, delivery information, competitive bidding, and vendor performance.

4. The contract negotiator and procurement officer with data to effectively negotiate and administer contracts.

1.5 DATA INPUT TO PDMIS

1.5.1 HOW

1. The PDMIS data is keyed on-line via terminals using menu formats. There are specific menus for each file for data input. See Frequently Used PDMIS Terms, for PDMIS Menus.

2. A batch procedure interfaces ICS with PDMIS for the input of the initial request data pertaining to property acquisitions.

1.5.2 WHO

1. The PDMIS team inputs the data pertinent to vendors, requests, purchase orders, delivery orders, and contracts.

1.5.3 WHEN

1. When a requisition Form 88 is received into the Procurement Division the ICS creates an automated entry in the PDMIS with key information from the ICS SUSPENSE file. Similarly, when a request Form 2420 is received into Procurement Division, information is keyed from the data recorded on that form.

2. When a negotiator is assigned action for a procurement request, the negotiator and the applicable branch is recorded into the PDMIS.

3. When a procurement is awarded and documentation prepared, information concerning the procurement instrument is recorded into the PDMIS by keying this information into the data base. Some of this information is: vendor code; amount obligated; line items; scheduled delivery; competition codes; and savings.

4. When material is received into the applicable receiving point, the ICS SUSPENSE record is updated. This information is passed electronically to the PDMIS upon final delivery of individual line items.

5. Upon satisfaction of all delivery requirements on a procurement instrument, final delivery information is passed electronically to COMIF.

Chapter II

SIGNON PROCEDURES

2.1 DATABASE ACCESS

Access to PDHIS is restricted by the SIGNON STATEMENT which permits authorized users access. An authorized user is an individual who has been identified to the GIM System as having valid access to the database. The Database Manager determines who is to have access to the database.

2.2 REQUESTING ACCESS TO PDHIS

An individual desiring access to PDHIS must submit an ODP System Access Request (Form 4065) along with a statement as to reason requesting access to the PDHIS Database Manager, 3F03 Page Bldg.

2.3 PDHIS SIGNON PROCEDURES

The SIGNON command is the command in which you identify yourself and the database you wish to use in the GIM system.

1. The SIGNON STATEMENT verifies

   a. That the database name exists.

   b. That the organization name exists.

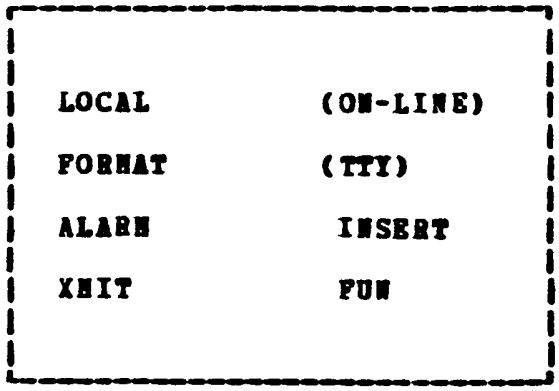
   c. That the operator name exists for the organization.

   d. That the password corresponds with the one assigned to the operator for the organization.

The SIGNON procedure for accessing the PDHIS Database via

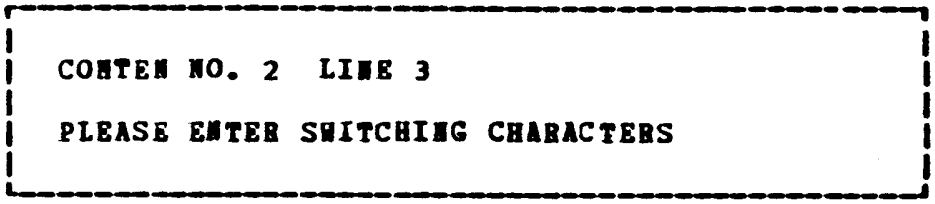
GIN-II is as follows:

1. The Indicator Panel Lights in parenthesis MUST BE ON:



or the 7260T terminal status line should read TTY.

2. This message should be on the terminal screen.



3. If this message is not on the screen

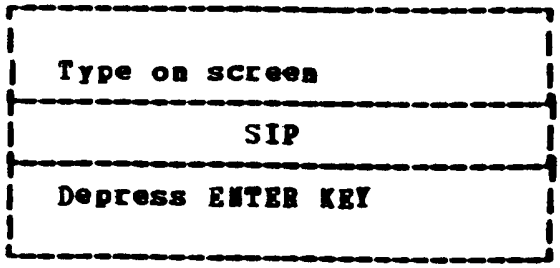
Depress the ENTER KEY.

a. The terminal should response with the above message.

b. It should be noted that the numbers following CONTEN NO. and LINE identify which CONTEN the terminal is connected to and the number

of the line.

4. The above message indicates that the CONTEN switching unit expects you to enter a set of characters which identify the system you wish to operate under. Type SIP for GIM Production.



The terminal will respond with one of the following messages:

a. NO TERMINAL RESPONSE This indicates that the GIM System is down.

b. INVALID ENTRY RE-ENTER

CONTEN NO. 2 LINE 3

PLEASE ENTER SWITCHING CHARACTERS

The system is waiting for you to respond with valid switching characters (SIP, GIM or VM). The message indicates that the entry was invalid for some reason, check the Indicator Panel lights that must be on, repeat 3 above. There may be a problem with your terminal or the commo lines.

c. BUSY TRY LATER

CONTEN NO. 2 LINE 3

PLEASE ENTER SWITCHING CHARACTERS

This message indicates that all the available lines between the CONTEN and the system are in use, wait a few minutes, repeat 3 above.

d. NO LINES READY

CONTEN NO. 2 LINE 3

PLEASE ENTER SWITCHING CHARACTERS

This message indicates that GIM System is down, wait a few minutes, repeat signon procedure described above.

e. TERMINAL OPEN

This message indicates that you may continue with your SIGNON procedure.

Type on screen
SIGNON DB "X" ORG "Y" OPER "Z"
DB=Database to be accessed ORG=Your organization OPER=Your USER ID (This is the same as it appears on your password card.)
Depress ENTER KEY

If there is an error in the SIGNON statement the GIM System will respond with one of the following appropriate error messages.

i. 5524 INVALID SIGNON. The specified Database or GRC Database is not defined in the DBNAME-TBL.

This message indicates the database does not exist.

ii. 5528 INVALID SIGNON. Illegal organization for DBNAME specified.

This message indicates the specified User ID does not have access to the Database.

The above errors are usually caused by misspelling.

f. There is a possibility that for some reason the database cannot be accessed. The GIM System will respond with the following message:

i. 5110 Database not enabled or has been scheduled for termination.

Call the DB Manager, extension 8191, for information as to when the Database will be accessable by user.

5. If there are no errors in the SIGNON statement the GIM System will respond with a request for the correct password as follows:

ENTER PASSWORD
Respond by typing your PASSWORD on the screen NOTE: While typing the PASSWORD, the characters typed will not be displayed on the screen nor will the cursor move, so type carefully, an incorrect PASSWORD will cause the GIM System to respond with an error message.
Depress ENTER KEY

6. The terminal should respond with one of the following:

a. 5538 Invalid SIGNON illegal password.

This message requires the SIGNON command to be re-entered.

NOTE: The GIM Systems security allows a maximum of 3 attempts to accomplish a successful SIGNON. Otherwise you'll be automatically kicked-off the system.

b. SIGNON PROCESSED DATE=04/01/80, TIME=14.3173

(This is the date and time your statement was processed.)

c. ***** WELCOME TO THE PDHIS DATA BASE *****

YOUR LAST SESSION ON THIS DATA BASE WAS '03/31/80*10:17'

(This indicates the date and time of your last session on the database.)

d. NO MESSAGES ON ORG QUEUE.

(This indicates that there are no messages on your organization queue.)

e. COMPLETED 893133.000

(This indicates that your statement number 893133.000 was completed.)

You now have access to the PDMIS Database and may proceed with your terminal session. If at any time during a terminal session you receive the following message

UNRECOVERABLE ERROR HAS OCCURRED
STOP AT ONCE
DO THE FOLLOWING:

i. Print what is displayed on the screen.

ii. Call the Database Manager, extension 8191, to report receiving the above mes-

sage.

7. Example of a successful signon for a PDMIS user. Items underscored are typed by user.

```
        TERMINAL CLOSED
CONTEN NO. 9  LINE 86
   ***  PAGECON COMPUTER CENTER ***
PLEASE ENTER SWITCHING CHARACTERS: SIP
READY TO IBM
DL 968


        TERMINAL OPEN
SIGNON DB "PDMIS" ORG "DBM" OPER "HONUSM"
ENTER PASSWORD
--------
GIM WARM START FAILED, COLD START FORCED AT 06:29
SIGNON PROCESSED DATE=04/18/80,  TIME=14.5094
              **** WELCOME TO THE PDMIS DATA BASE ****
     YOUR LAST SESSION ON THIS DATA BASE WAS '04/18/80*14:26'
NO MESSAGES ON DBM          QUEUE.
COMPLETED 984218.000
```

Chapter III

SIGNOFF PROCEDURE

3.1 PDMIS SIGNOFF PROCEDURE

The purpose of the SIGNOFF Procedure is to mark the end of a terminal session and to disconnect the user from the GIM System. Further terminal activity will require a SIGNON Procedure to a specific Data Base. When your terminal session is complete you must SIGNOFF the GIM System. Failure to do so is a SECURITY VIOLATION. The SIGNOFF Procedure is as follows:

Type on screen
SIGNOFF
Depress ENTER KEY

The terminal should respond with the statement recognition, screen should clear and the following message should appear at the upper left of the screen:

```
TERMINAL CLOSED

CONTEN NO. 9  LINE 86

   *** PAGECON COMPUTER CENTER ***


PLEASE ENTER SWITCHING CHARACTERS
```

DO NOT LEAVE THE TERMINAL

UNTIL THE CLOSING STATEMENT

APPEARS ON THE SCREEN

1. Example of a successful signoff for a PDHIS user. Items underscored are typed by user.

```
SIGNOFF
STATEMENT= 989419.000,  DATE=04/18/80, TIME=23.6192, USER=DBH
SIGNOFF ACKNOWLEDGED,  DATE=04/18/80, TIME=23.6192
STATEMENTS PROCESSED=000011,  ELAPSED TIME= 2.0157
COMPLETED 989419.000

        TERMINAL CLOSED
CONTEN NO. 9  LINE 86
   *** PAGECON COMPUTER CENTER ***
PLEASE ENTER SWITCHING CHARACTERS:
```

Chapter IV

GENERAL COMMANDS

The general commands utilize internal CIM System functions (verbs) which generally are not directly related to the data base. The commands available to the user are concerned with messages and message queues (e.g. ROUTE) or with conditioning the environment (e.g. SETLINE)

4.1 USMAP

This will display a list of all users signed on the CIM System giving the Organization, Operator, Unit ID, Data Base Name, Signon Time, Time of Last Statement, Current Statement Number, Wait Code, and Type of Function.

Type on screen
USMAP
Depress ENTER KEY.

This will display a list of all users currently signed on the CIM System giving the following information:

1. ORG - The user's organization name
2. OPERATOR - The user's ID
3. UNIT ID - The terminal number where the usar is signed on
4. UNITS - The user's computer terminal number
5. DBNAME - Name of the Data Base user is signed on
6. SIGNON - The time the user signed on the system
7. TIME - The time of the user's last statement

8. STMT - The user's statement number which is in process

9. WC - Wait Code this information is used only used by the DBCC

10. TF - Type of Function this information is used only by the DBCC

4.2 MESSAGE COMMAND

This is used to send a message to a specified user that is signed on the GIM System.

Type on screen
/MG (USER'S ID) (Message you wish to send)
Depress ENTER KEY.

The SOM and CURSOR will return to the next line. If the user is signed on, the message will be transmitted as given, followed by your USER ID. If the user is not signed on, the terminal will respond with, SPECIFIED USER NOT FOUND.

4.3 SETLINE

This will change the line length from the normal 80 characters to the specified length of 131 characters. This is usually used in printing a listing on the high speed printer.

Type on screen
SETLINE 131
Depress ENTER KEY

Terminal will respond with:

STATEMENT=123456.000, DATE=04/18/80, TIME=10.3783, USER-DBM

LINE SIZE SET.

COMPLETED 123456.000

4.4 ROUTE

Will send your terminal statements and results to the destination you specify.

1. To ROUTE to a high speed printer

Type on screen
ROUTE *A
Depress ENTER KEY

Terminal will respond with:

STATEMENT=123456.000, DATE=04/18/80 TIME=12.1044, USER=DBM

ROUTE LIST ESTABLISHED

2. You may now enter the following as required:

   a. SETLINE 131

   b. As many query statements as required. When you have finished and wish the printing to start, enter one of the following print commands:

      i. PRINT (Hqs DBCC printer, room 5D55)

      ii. PRINT1 (Page ICS DAC printer, room 3F27)

      iii. PRINT3 (CofC printer, room 601)

      iv. PRINT4 (Ames printer, room 503)

      v. PRINT5 (Page ODP DAC printer, room 2C18)

      vi. PRINT9 (Key printer, room 604)

      (This command actually prints the output (listing) on the high speed printer at the specified location).

c. Depress ENTER KEY

The terminal should respond with: 006 MESSAGE MOVED TO PSEUDO PRINT QUEUE

d. Type on screen

ROUTE

> NOTE: If ROUTE is not entered the balance of the terminal session will be moved to the pseudo print queue, which may cause the system to go down.

This deletes the route list established to hold your statements and results.

e. Depress ENTER KEY

The terminal should respond with:

f. ROUTE LIST DELETED

g. Example of a complete ROUTE session. Items underscored are typed by user.

```
ROUTE *A
 STATEMENT= 991566.000, DATE=04/18/80, TIME=11.1043, USER=DBM
 ROUTE LIST ESTABLISHED.
 COMPLETED 991566.00


FORMAT P "60,131" H "$35,S E C R E T" "REQUESTS IN PDGPB"
"&D" "&P" F "$35,S E C R E T" ; FOR REQUEST WITH ROTEAM EQ
"PD/GP" REPORTH-S REQUEST NUMBER= REQUEST : ",,A1" RQNEGTR :
",,A2" RQDTEREC: ",,A3"
 STATEMENT= 991625.000, DATE=04/18/80, TIME=11.2047, USER=DBM

                              S E C R E T

 REQUESTS IN GPB
 04/18/80
  1

 REQUEST NUMBER.................  RQNEGTR......... RQDTEREC....

 1234567890                      JONES            800222
 071912345001                    SMITH            800325

STOP
 COMPLETED 991625.000   STATUS  3258,1685,1685,1685

 PRINT5 SAVE
 STATEMENT 991639.000,  DATE=04/18/80, TIME=11.2295, USER=DBM
 SAVE OPTION SPECIFIED
 006 MESSAGES MOVED TO PSEUDO PRINT QUEUE
 COMPLETED 991639.000

 PRINT5
 STATEMENT= 991639.000, DATE=04/18/80, TIME=11.2374, USER=DBM
 008 MESSAGES MOVED TO PSEUDO PRINT QUEUE
 COMPLETED 991644.000

 ROUTE
 STATEMENT= 991644.000, DATE=04/18/80, TIME=11.2386, USER=DBM
 ROUTE LIST DELETED.
 COMPLETED 991646.000
```

3. Route to local printer (TI Silent 700) which is located in the same area as the terminal. It is used to obtain a printed copy of the data on the terminal screen.

a. Turn TI power on.

b. Indicate which portion of data you would like printed. This is indicated by moving the cursor and placing a SOH (start of message) character in front of the first character you would like printed and an EOH (end of message) character at the end of the last character you want printed.

4. Depress the PRINT KEY

The XMIT light on the indicator panel will stay on until printing is completed and you will see your data being printed on the TI.

5. To remove the paper from the printer, advance the paper a few inches with the PAPER ADVANCE lever on the printer and tear the paper against the clear plastic plate.

6. To print all the terminal memory rather than a specific message:

a. Depress PRINT KEY, and depress the CONTROL KEY at the same time. Repeat 3 above.

b. Repeat 4.

c. If you want to stop the printer before the printing has finished.

d. Depress RESET KEY

e. The printer will stop immediately and the XMIT light will go out.

Chapter V

INTERRUPT COMMANDS

INTERRUPT MODE - Whenever a statement is pending completion (has not responded with COMPLETED statement) the terminal is in interrupt mode when you depress the BREAK KEY

5.1 STATUS (ST)

Will obtain the status of the statement which is processing. Depress the ENTER KEY until SOM character appears on the screen.

Depress BREAK KEY
Type on screen
STATUS or ST
Depress ENTER KEY.

The terminal will respond with one of the following messages:

1. STATEMENT IN PROGRESS....230,....26

   (This indicates that your statement is in progress, the system has looked at 230 records, and has found what you asked for in 26 of the records. If you wish to terminate this statement use CANCEL. (See below CANCEL instructions.)

2. NO STATEMENT IN PROGRESS

   This indicates that your statement has been completed. If data is being displayed on the screen and you wish to terminate this statement use STOP. (See below STOP instructions.)

3. STATEMENT WAITING TO BE INITIATED

This indicates that your statement is waiting to be executed.

4. STATEMENT WAITING FOR EXCLUSIVE USE RESOURCES

   This indicates that your statement requires exclusive use of the system.

5. If there is no response, this is a good indication that the GIM System is hung , on its way down, or a history tape is being mounted will cause a temporary delay. For information as to what the problem really is, call the DAC Trouble Desk, extension 7771.

5.2 STOP (SP)

Stops the printing display on the terminal screen of a executing statement. This does not cancel the execution of the statement.

Depress BREAK KEY
Type on screen
STOP or SP
Depress ENTER KEY.

When the terminal responds with COMPLETED STATEMENT you may continue. It may appear that the system is slow in responding with the COMPLETED STATEMENT, but the printing is continued internally.

5.3 GO

Will re-start printing display on the terminal screen at the point the statement is currently executing.

Depress BREAK KEY
Type on screen
GO
Depress ENTER KEY.

5.4 CANCEL

To stop a statement which is processing. An update statement cannot be cancelled.

Depress BREAK KEY
Type on screen
CANCEL
Depress ENTER KEY.

Terminal will respond with:

COMPLETED 123456.123 STATUS 112.1

STATEMENT 123456 ON GIM UNIT 930 CANCELLED

5.5 MESSAGE (MG)

Once you know the USERID of a person on the system, you can send a message to that person when they are signed on to the system.

Depress BREAK KEY
Type on screen
/MG (USER ID) (Message you wish to send)
Depress ENTER KEY.

If the person is not signed on, the terminal will respond with, SPECIFIED USER NOT FOUND. If the user is signed on, the message will be transmitted as given, followed by your name. The user you are sending the message to will not get the message until the end of his statement in process.

5.6 EX US

This will display a list of all users currently signed on the GIM System giving the following information:

1. ORG - The user's organization name
2. OPERATOR - The user's ID
3. UNIT ID - The terminal number where the user is signed on
4. UNITS - The user's computer terminal number
5. DBNAME - Name of the Data Base user is signed on
6. SIGNON - The time the user signed on the system
7. TIME - The time of the user's last statement
8. STMT - The user's statement number which is in process

9. WC - Wait Code this information is used only by the DBCC

10. TF - Type of Function this information is used only by the DBCC

Depress BREAK KEY
Type on screen
/EX US
Depress ENTER KEY.

Terminal will respond with a list of the above information.

Chapter VI

FREQUENTLY USED PDMIS TERMS

This is a list of terms used to communicate between the user and PDMIS and or GIMS.

6.1 GIMS

Generalized Information Management Systems, an interactive computer program for the storage, maintenance, manipulation, interrogation and retrieval of data. All terminal communication with PDMIS is handled by GIMS, Production 1 (PROD1). PDMIS is but one of the databases within the GIMS Production System.

6.2 COMTEN

A device which allows the user to communicate with more than one computer. SIP specifies to the COMTEN that the user needs access to the computer utilized by PDMIS.

6.3 TERMINAL

A device which a user uses to communicate with PDMIS through GIMS, by entering one-at-a-time statements. PDMIS responds to these statements by processing the requested service (if statement syntax is correct). The Delta Data 5000 and 7260T terminals are the devices used by PDMIS users.

6.4 USER ID

A user must have an ID and a password to communicate with the computer from a terminal. Access for PDMIS can only be authorized by the PDMIS Database Manager. The USER ID is also referred to as the OPERATOR.

6.5 PASSWORD

A password is assigned at the same time as the user ID. A password is known only to the user concerned and should be held as confidential as its misuse would result in a security violation.

6.6 DATABASE

A collection of related files for a particular application. PDMIS is a GIM System Database. A GIM System Date Base is made up of FILES. These files may be system files or user created files. They include:

1. Data files which consists of records. Each record consists of a number of fields, in which values may be stored. Each field will have a field name (attribute). Example: Request is a PDMIS data file.

2. Files which describe the contents and structure of other files.

3. Files which describe a set of procedures or steps to be performed.

6.7 FILE

A collection of related records of information. Your files are:

REQUEST	All Procurement Requests (88s & 2420s)
PIDATA	All Procurement Instruments
THRYRST	Three Years of Summary Data
OFFCDE	Directorate and Office Text
NUMINDEX	Numbers for RFPs and PD requests
VENDEX	Vendors PD is doing business with
VENNAME	Cross reference to VENDEX
EQHOLD	Additions and changes to Equipment Schedules
EQOFFCL	Official Equipment Schedule - Same as one with contract

6.8 RECORD (ITEM)

A collection of related fields, in which values may be stored, for each individual contract, amendment, invoice, etc.

6.9 DL/ID

This is the control number for a RECORD (ITEM). REQUEST is the DL/ID for the request file.

6.10 FIELD (ATTRIBUTE)

An individual unit of information for a RECORD within a FILE. The information stored in the FIELD (ATTRIBUTE) is the field-value.

6.11 PARENT/CHILD FIELD

A PARENT is a D1, and the CHILD is a D2. The parent-field controls one or more fields which are related to it. Example: RQPIDATA is the parent; RQPIANT is the child.

6.12 CONCATENATED (*)

Two or more values joined by * so that they function as a single unit.

6.13 DICTIONARY

The dictionary contains the description of the file. It has one entry for each attribute of the file. It provides the following:

Data validation requirements

Attribute names

Attribute order (AMC)

Data Output format

Storage methods of data

Inter-file relationship

6.14 SYNONYMS

Another name used to address an attribute already defined in the file.

6.15 UPDATE

Adds, changes or deletes information stored in the PDMIS Database. Updates are entered via menus.

6.16 MENU

A form displayed on the terminal screen. This makes the input of data a process of fill-in-the-blanks with the menu procedure creating the input statement. The PDMIS menus have been assigned names which indicate the action to be accomplished and the file where the data is to be stored. The PDMIS menus are:

NAME	ACTION	FILE UPDATED
RQUPDTE	Initial Input	REQUEST
RQAMUPD	Request Amend.	REQUEST
PIUPDTE	Proc.DataInput	PIDATA
PIAMUPD	Proc.Data.Amd.	PIDATA
REQOFF	RequestingOff	OFFCDE
EQUPDT	Eq.Schedule	EQOFFCL
VNUPDTE	Vendor Update	VENDEX
		VENNAME
IDCNG	Cng.fle.DLID	REQUEST
		PIDATA
		EQHOLD
		EQOFFCL

6.17 PROCEDURE

A PDMIS procedure is a computer program. (A set of instructions). It is used to perform one or more tasks. Example: A procedure displays a menu on the terminal screen, reads and acts upon the data which has been entered in the menu by the user.

6.18 RETRIEVAL

Display of information stored in the PDMIS database on the user's terminal in response to queries. The basic retrieval commands are LIST, LISTV, LISTSA, LISTSD.

6.19 QUERY

A statement that requests PDMIS to search one or more records according to specified guidelines and display the information on the terminal.

6.20 SYNTAX

The order in which a statement must be structured (written) to communicate with PDMIS.

6.21 CURSOR

The cursor is a special non-destructive underline character (DD 5000) or a solid square (DD 7260T) which should always be located somewhere on the screen. The cursor indicates where the next letter you type will appear on the screen.

When you type a letter, the cursor will move one position to the right to indicate where the next letter will go.

6.22 SOM

This denotes the START OF MESSAGE. It is displayed on the screen as a solid square (DD 5000) or as a right facing triangle (DD 7260T).

6.23 EOM

This denotes the END OF MESSAGE. It is displayed on the screen as an upward arrow (DD 5000) or as a left facing triangle (DD 7260T).

6.24 ETX

This denotes the END OF TEXT. It is displayed on the screen as 2 vertical bars. If the CURSOR is at this position on the screen there is no need to enter the EOM as this also denotes the END OF MESSAGE. The ETX is not used on the 7260T terminal.

6.25 HIT FILES

A temporary file created by the user for use during a terminal session and is erased when the user signs off the database.

6.26 ORDER

Is to put selected data in a specific sequence.

6.27 CREATE

Serves to create a file that does not exist.

6.28 LINK

Temporarily joining one file to another file for query purposes.

6.29 FUNCTIONS OF THE DATABASE CONTROL CENTER

1. The Database Control Center (DBCC).
2. Main DBCC is located in 5D55 Headquarters.
3. Several Mini-Dacs are located in other buildings.
4. Telephone Extension 6816 for Administrative matters.
5. Telephone Extension 7771 to report trouble.
6. Monitors all versions of CIMS for system errors and performance.

7. Maintains system security and database integrity.

8. Performs general-purpose user services.

9. Communicates and coordinates GIMS activities to users.

10. Assist users with problems and terminal malfunctions.

6.30 MASTER TERMINAL

The MASTER TERMINAL (MT) which is operated by the MASTER TERMINAL OPERATOR (MTO). This is the terminal that:

1. Receives security code violation messages.

2. Is used by the MTO to enable & disable databases.

3. Is used by the MTO to send messages to users.

4. Is used by the MTO to monitor the system status.

Chapter VII

REPORTS

7.1 STANDARD PDHIS REPORTS

PDHIS standard reports are produced on a regular basis for Procurement Division and other users. Any of these reports may be altered in order to respond to ad hoc requirements; however, it should be realized that only the selection criteria for the report may be changed. In other words the report may be restricted or expanded by changing date parameters, limiting the search to a particular contractor or requesting office, searching only active contracts, etc., but the report format cannot be changed. These modified standard reports require overnight processing.

7.2 SUMMARY OF REPORTS

1. PD Pending Report - Weekly or on-request report of requests in process.

2. PD Backlog Report - Weekly or on-request report of requests by branch on specified time period selection criteria.

3. 100s Delinquent Document Report - Weekly or on-request listing of 100s transactions on which 2420 requests have not been received.

4. Purge Report for Open Items for Current Fiscal Year - Annual report run 6 months following the end of a fiscal year listing procurement instruments and requests with outstanding (non delivered) items.

5. List of Missing 88 or 1245 Hard Copies - Daily or on-request report of requests which have been created via the automated interface with the ICS but have not been received in hard copy form in PD.

6. Equipment Schedule Report - Monthly or on-request listing of items on a specific contract's Equipment Schedule.

7. Contract Renewal Delinquent Document Report - On-request report of contracts on which renewal 2420s have not been received.

8. PD Statistical and Comparative Report - Monthly report of relevant statistics concerning action completed during the month in comaprison with the same month of previous fiscal years.

9. Procurement Distribution Report - Monthly report showing activity for offices and directorates originating procurement requests.

10. PD Throughput Statistics - Monthly report of time-frame for accomplishing procurement actions.

11. Vendor Performance Report - Monthly or on-request report of vendor performance in regard to timely delivery.

12. PD Contract Activity Report - Monthly summary of procurement transactions by branch and division-wide.

Chapter VIII

RETRIEVAL OF INFORMATION

PDMIS has all on-line query capabilities available under GIM II language for ad hoc requests. The retrieval of data is limited only by the user's knowledge of the PDMIS data and the GIMS language. The PDMIS Team is available to give users guidance in creating statements for the retrieval of information. The user has the capability of tailoring reports to meet specific requirements each time a report is produced. The report is displayed immediately on the screen. Whenever possible the information will be displayed in a columnar format. If the headers (attribute names) and 2 spaces between each column exceed 80 characters, the information will be displayed in a vertical format unless the user has used the setline option. The report may be printed on the TI Printer after it has been displayed on the terminal screen. The report may be printed on the high speed printer.

PLEASE DO NOT

INITIATE END-TO-END SEARCHES

IF THERE IS A NEED FOR THIS TYPE OF SEARCH

CALL THE PDMIS DATABASE MANAGER

EXTENSION 8191

8.1 BASIC PARTS OF A STATEMENT

The FOR CLAUSE, SELECTION CLAUSE, VERB, and LIMITER CLAUSE are the four (4) basic parts of a retrieval query statement.

8.1.1 FOR CLAUSE

This clause indicates the file to be searched and may also indicate a specific record to be searched.

8.1.2 SELECTION CLAUSE

This clause states the conditions a record must contain to be selected for the retrieval of data. The selection conditions of data will always be a comparison, a test of data existence and may also contain qualifiers.

1. Comparison means the data is one or more of the following:

   a. EQ (equal to)

   b. NE (not equal to)

   c. GT (greater than)

   d. LT (less than)

   e. GE (greater than or equal to)

   f. LE (less than or equal)

2. Existence is used to determine whether or not a field has a value stored in it by one of the following:

   a. Present (a value is stored)

   b. Absent or Null (no value stored)

   c. The comparison and existence selection are joined with AND (both conditions must exist).

      i. If more than one (1) condition for selection, join conditions with AND (both condition must exist).

      ii. If more than one (1) condition, but only one, has to be true, join conditions with OR.

8.1.3 VERB

The VERB determines the services and format of the output. A statement may have only one (1) verb.

8.1.3.1 LIST

Will display data immediately on the screen as it is stored in the database, in a columnar format. If the columnar format exceeds the line length, a vertical display is given.

8.1.3.2 LISTV

Will display data immediately on the screen as it is stored in the database in a vertical format.

8.1.3.3 LISTSA

Will display data on the screen after the search is completed in ascending order by DL/ID.

8.1.3.4 LISTSD

Will display data on the screen after the search is completed in descending order by DL/ID.

8.1.3.5 COUNT

Is used to count the total number of records of a FOR CLAUSE.

8.1.3.6 TOTAL

Is used to add numeric value fields of a FOR CLAUSE.

8.1.3.7 REPORTW

The GIMS Generalized Report Writer (REPORTW) provides the user a means to produce brief ad hoc formatted reports. Its basic capabilities are pagination, positioning on the print line, sorting, and summarization. REPORTW does not compete with high order language report capabilities. The primary benefits of REPORTW are in its quick response, being relatively easy to use, and in the elimination of any support requirements from operating personnel, e.g., tape handling. REPORTW will display data on the screen after search is completed as specified. If the ROUTE option was enabled before the search statement was executed the

report may be printed on the high speed printer. There are three basic phases to the REPORTW processing of a statement:

1. data selection
2. sorting data
3. printing data

    a. There are two variations of REPORTW:

        i. REPORTW-S which suppresses identical values in a sorted column.

        ii. REPORTT which suppresses the detail lines of the report and prints only totals.

8.1.4 LIMITER CLAUSE

This clause states the attributes, in the order which they are to be displayed and their qualifiers.

8.2 ADDITIONAL CLAUSES

There are 2 additional CLAUSES that can be used in a query statement.

8.2.1 FORMAT CLAUSE

The FORMAT CLAUSE proceeds the FOR CLAUSE and is used to specify these options:

1. Lines per page.
2. Length of line.
3. Heading and footing titles to appear on each page.
4. Date listing produced.
5. Time listing produced.
6. Page numbers.

8.2.2 LINK CLAUSE

The LINK CLAUSE precedes the FOR CLAUSE and is used to link 2 files for retrieval. The link is for the duration of the statement. By using the link values from either or both, files may be selected and/or retrieved.

8.3 QUALIFIERS

Qualifiers are any words or symbols that limit the retrieval or display of data.

8.3.1 WHEN

Limits what is displayed on the screen, but does not affect selection. May only appear after the verb.

8.3.2 COLON OPERATOR

The COLON OPERATOR (:) used to redefine the length of a field for output of data. The user must specify left or right, type and length of output. If the new length for the field is shorter than the actual field an asterisk (*) will appear in the last space to indicate that the field has been truncated.

8.3.3 FIRST

FIRST selects the first value stored in a multi-valued field.

8.3.4 LAST

LAST selects the last value stored in a multi-valued field.

8.3.5 EVERY

EVERY indicates every value in a multi-valued field must meet selection condition.

8.3.6 JUST

JUST limits output of selected records to just the item ID.

8.3.7 $SCAN

$SCAN allows selection base on combination of characters anywhere within the attributes value.

8.3.8 $SCANX

$SCANX allows selection base on combination of characters which must occur at the beginning of the attribute's value.

9.3.9 COUNT/OF

COUNT/OF counts number of values in a multi-valued field.

8.3.10 SUM

SUM totals all values in a multi-valued field for each record.

8.3.11 $PF

$PF allows the user to address a portion of a value stored in a field.

8.3.12 $PIC

$PIC allows user to reformat output of numeric values.

8.4 CONSTRUCTION OF STATEMENTS

The basic procedures in constructing retrieval query statements are:

1. Refer to the Attribute Table for the correct spelling of the attribute.
2. Determine the file where the data is stored.
3. Determine the selection criteria.
4. Determine what data is to be retrieved and displayed.

8.5 EXAMPLES OF STATEMENTS

The following are examples of retrieval statements.

1. A list of all information for a specified contractor.

   FOR PIVNDRCD ''01001'' LIST

2. A list of requests, effective dates, and scheduled delivery date for a contractor:

   FOR PIVNDRCD ''01001'' LIST REQUEST PIEFFDTE PISCHDLDTE

3. A list of all information for a specified request.

4. FOR REQUEST ''071912345001'' LIST

5.

Chapter IX

ATTRIBUTES

The attribute chart lists the attributes in PDMIS with a brief description.

ATTRIBUTE	DESCRIPTION
REQUEST	Request or Requisition Number
RQPDNO	1st two characters of Request No.
RQSTRLTY	Sterility Code (0,1,2)
RQDTEREC	Date Received in PD
RQDTE	Date of Request
RQTYPE	Type of request (88,2420,1245,memo)
RQAMT	Available Amount
RQAMTORG	Original Amount on Request
RQFAN	FAN Number
RQOFFCD	FAN Office Code (positions 3 & 4)
RQLINE	Line Item Numbers from Request (D1)
RQACTDLDTE	Actual Delivery Date of Material (D2)
RQFINALIND	Final Acceptance Indicator (D2)
RQDLDTE	Requested Delivery or Completion Date
RQTEAM	Procurement Unit Assigned Action
RQNEGTR	Negotiator assigned action for request
RQRFP	RFP Number
RQCOMMENT1	Comment one and date entered
RQCOM1	Comment one text
RQCOMDTE1	Date of comment one entry
RQCOMMENT2	Comment two and date entered
RQCOM2	Comment two text
RQCOMDTE2	Date of comment two entry
RQCOMMENT3	3 Comment three and date entered
RQCOM3	Comment three text
RQCOMDTE3	Date comment three entered
RQPIDATA	Procurement Instrument Number
RQPIAMT	Total Amount obligated on Proc. Instrument
RQAMNO	Request Amendment Number (D1)
RQAMAMT	Request Amendment Amount (D2)
RQAMDTE	Request Amendment date (D2)
RQCOTRPH	COTR and phone number
RQREQOFF	Requesting Office Code
RQCOMCLASS	Commodity Class

ATTRIBUTE	DESCRIPTION
PIDATA	Purchase Order,Contract, or Delivery Order No.
PIMAILDTE	Date PI Mailed (date input to PDMIS)
PIEFFDTE	Date Vendor Authorized to Begin Performance
PITYPE	Type of PI - PO, DO, CM, 10(0s)
PISCHDLDTE	Scheduled Delivery Date
PIVNDR	Vendor Code
PICOMPCDE	Competition Code
PITYPEPROC	Type of Procurement (PRD,SER,R&D)
PISAVINGS	Savings
PIREQUEST	Request or Requisition Number
PIOBLGANT	Obligated Amount
PIRQLINE	Requisition Line Item Number
PIFRT	Freight Indicator (Y=Origin or City;N=Destination)
PISTRLTY	Sterility Code
PIPAYIND	Payment Indicator (N(ormal),F(ast),E(xpedite),R(ec)
PICLASS	Classification of PI
PILINE	Number of lines on the PI